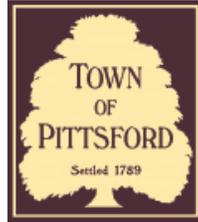


SUPERVISOR
William A. Smith, Jr.



COUNCIL MEMBERS
Kate Bohne Munzinger, Deputy Supervisor
Cathy Koshykar
Kim Taylor
Stephanie Townsend

TOWN BOARD AGENDA

Town Hall – 11 S. Main Street, Pittsford – Lower Level

NEW DATE

Thursday, October 6, 2022 – 6:00 PM

Call to Order

Pledge of Allegiance

Minutes

Approval of Minutes of Meeting of September 20, 2022

Legal Matters

Public Comment

Cloverwood Bond Matter - Agreement of Cooperation

Financial Matters

Public Comments

Budget Transfer

Operational Matters

Public Comment

Award Bid for Spiegel Community Center Pavilion Project

Personnel Matters

Public Comment

Hiring Resolution

Approve Training of Fire Inspector 1

Approve Attendance at Genesee/Finger Lakes Regional Planning Council Workshop

Other Business

Public Comment

Adjournment

PUBLIC MEETINGS OF THE TOWN BOARD are IN-PERSON at TOWN HALL

Attending in Person

Per State requirements, those who are not fully vaccinated must wear a mask and stay 6 feet away from other people.

Comments:

As always, comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf. To comment you must sign in at the sign-in desk.

Viewing from Home

1. Live

The Town Board meeting will stream live through our cable access station's streaming portal. Please use the following link:

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/819?fullscreen=false&showtabssearch=true&autostart=true>

You can watch on any computer, tablet, smart phone or web capable TV. If you log in before the meeting starts and see an error message, refresh your screen at 6:00pm when the board meeting starts and you can view the meeting live while it is happening.

Comments:

Comments are open to Pittsford residents, owners of property in the Town who pay Town taxes, owners of a businesses in the Town, attorneys or agents designated by a resident to speak on the resident's behalf.

- at any time before 2:30pm on the day of the meeting (a) by email to comments@townofpittsford.org; (b) by submitting it in writing, through the drop slot to the right of the front door at Town Hall (11 South Main Street); or (c) by U.S. Mail to the Town Clerk, for receipt no later than 2:30pm on the day of the meeting;

and, in addition,

- at any time ***during*** the meeting by email to comments@townofpittsford.org
- All comments submitted should include the name and street address of the commenter. Comments from residents will be read by the Town Clerk at the appropriate point of the meeting.

2. On-Demand Video

As always, video will be uploaded to our cable access station's streaming portal within 48 hours of the meeting. It is available on demand. You can see it here:

<https://videoplayer.telvue.com/player/FcqTLOOYMCGU6WlccUApyUL3twz4dm9V/stream/690?fullscreen=false&showtabssearch=true&autostart=true>

Minutes of the Town Board for September 20, 2022

**DRAFT
TOWN OF PITTSFORD
TOWN BOARD
SEPTEMBER 20, 2022**

Proceedings of a regular meeting of the Pittsford Town Board held on Tuesday, September 20, 2022, at 6:00 P.M. local time in the Lower-Level Meeting Room of Town Hall, 11 South Main Street, in person.

PRESENT: Supervisor William A. Smith, Jr.; Councilmembers Cathy Koshykar, Katherine B. Munzinger, Kim Taylor and Stephanie M. Townsend.

ABSENT:

ALSO PRESENT: Staff Members: Paul Schenkel, Commissioner of Public Works; Robert Koegel, Town Attorney; Renee McQuillen, Town Clerk; Brian Luke, Finance Director; Shelley O'Brien, Communications Director; Suzanne Reddick, Assistant to the Supervisor; Spencer Bernard, Chief of Staff.

ATTENDANCE: Six (6) members of the public along with an ASL interpreter were present.

Supervisor Smith called the Town Board meeting to order at 6:02 P.M. and invited all to join in the Pledge to Flag.

SUPERVISOR'S ANNOUNCEMENTS

1. Supervisor Smith announced Pittsford has earned a Climate Smart Community Designation by the New York State Department of Environmental Conservation. This designation is recognition for the Town of Pittsford's continued sustainability initiatives. He thanked all staff members for their continued work, especially April Zurowski, for compiling the data.
2. Thanks were extended to the Town's Recreation and DPW staff members for all of their assistance with the Town's summer programs, culminating with a very successful Food Truck Festival.
3. Please remember to drive safely by lowering your speed, paying attention to buses, bikers, runners, pedestrian crossings and to young people heading to school on bikes or on foot.
4. A Public Forum, to discuss traffic concerns within the Town, is being hosted at Town Hall tomorrow night, September 21 at 6:00 P.M. Representatives from the Sherriff's Dept. and the School District will be in attendance.

MINUTES OF THE SEPTEMBER 6, 2022, TOWN BOARD MEETING APPROVED

A Resolution to approve the minutes of the September 6, 2022, Town Board meeting was offered by Deputy Supervisor Munzinger, seconded by Councilmember Townsend, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the Minutes of the September 6, 2022, Town Board meeting are approved.

FINANCIAL MATTERS

PUBLIC COMMENT

There were no public comments.

Minutes of the Town Board for September 20, 2022

BUDGET AMENDMENTS APPROVED

A motion to approve the proposed amendments was offered by Deputy Supervisor Munzinger, seconded by Councilmember Taylor, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the following amendments are approved:

That 0001.7020.4400.1107.0058 (Rec - Golf Lessons) be increased by \$3,500; that 0001.7020.4400.1108.0058 (Rec - Horseback Riding) be increased by \$4,000; that 0001.7020.4400.1109.0002 (Rec – Intramural Sports) be increased by \$1,400; that 0001.7020.4400.1110.0002 (Rec – Karate) be increased by \$7,000; that 0001.7020.4400.1165.0020 (Rec – Tennis) be increased by \$4,000; that 0001.7020.4400.1117.0020 (Rec – Soccer Boys Camp) be increased by \$14,500; that 0001.7020.4400.1251.0020 (Rec – Rec Sampler) be increased by \$10,850; that 0001.7020.4400.1342.0020 (Rec – Tennis Jr.) be increased by \$6,800; that 0001.7020.4400.2030.0002 (Rec – Adventure Activity) be increased by \$2,000; that 0001.7020.4400.2159.0020 (Rec – Theme Dance) be increased by 18,000; that 0001.7020.4400.2214.0002 (Rec – McVean Aerobics) be increased by \$1,600; that 0001.7020.4400.2283.0002 (Rec – Natural Healing) be increased by \$1,200; that 0001.7020.4400.3226.0058 (Rec – Summer Fun) be increased by \$3,500; that 0001.7020.4400.3299.0002 (Rec – After School) be increased by \$2,000; that 0001.7020.4400.4116.0002 (Rec – Art Child) be increased by \$2,800; that 0001.7020.4400.4134.0002 (Rec – Arts & Crafts) be increased by \$1,600; that 0001.7020.4400.4357.0002 (Rec – Spanish) be increased by \$2,500; and that 0001.7550.4016.0011.0001 (Rec – Festivals) be increased by \$10,100.

The source of the funds will be Recreation revenue created from the above programs.

VOUCHERS APPROVED

A resolution to approve the proposed vouchers was offered by Councilmember Taylor, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor Townsend and Smith. Nays: none.

The Resolution was declared carried as follows:

RESOLVED, that the September vouchers No. 157624 – 158094 in the amount of \$1,438,224.81 are approved for payment.

PERSONNEL MATTERS

PUBLIC COMMENTS

There were no public comments.

HIRING/PERSONNEL ADJUSTMENTS APPROVED

A Resolution to approve the recommendations for new hires, status and/or salary changes was made by Supervisor Smith, seconded by Deputy Supervisor Munzinger, and voted on by members as follows: Ayes: Koshykar, Munzinger, Taylor, Townsend, and Smith. Nays: none.

The following employee(s) are recommended as a new hire, subject to successful completion of drug and background checks, based on the recommendation of the Functional Coordinator(s) for these areas:

Name	Dept	Position	Rate	Date of Hire
Madelyn Krebs	Recreation	Rec Assistant	\$13.20	09/21/2022

Minutes of the Town Board for September 20, 2022

Nirushan Mamoharan Information Tech Micro Computer Support Tech \$24.00 10/03/2022

This is subject to completion of the proper reviews and background checks for these candidates and appropriate sign off by the Town Board representative.

Name	Dept	Position	Rate	Date of Hire
Madelyn Krebs	Recreation	Rec Assistant	\$13.20	09/21/2022
Nirushan Mamoharan	Information Tech	Micro Computer Support Tech	\$24.00	10/03/2022

The following employee is recommended for a status change and/or salary change due to a change in status.

Name	Position	Reason for Change	Rate	Effective Date
Richard Hanley	Crossing Guard-Perm	Resignation	\$20.86	09/07/2022

Should the Board approve the above recommendation and personnel adjustments, the following resolution is proposed. RESOLVED, that the Town Board approve the appointment for the following employee:

Name	Position	Reason for Change	Rate	Effective Date
Richard Hanley	Crossing Guard-Perm	Resignation	\$20.86	09/07/2022

OTHER BUSINESS

Supervisor Smith reminded those in attendance of the traffic safety public forum to be held tomorrow evening, September 21, 2022, at 6:00 P.M.

Councilmember Townsend proposed possibly increasing the Communications budget for 2023 to allow for additional community notification/outreach mailings.

PUBLIC COMMENT

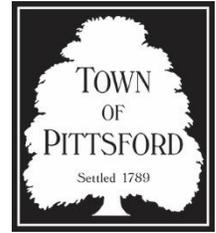
There were no public comments made.

With no further business, the Supervisor adjourned the meeting at 6:16 P.M.

Respectfully submitted,

Renee McQuillen
Town Clerk

MEMORANDUM



To: Town Board Members

From: Robert B. Koegel

Date: September 30, 2022

Regarding: Cloverwood Bond Matter

For Meeting On: October 6, 2022

In 2009 and 2013, Cloverwood Senior Living Center obtained Bond financing from the East Rochester Housing Authority, in order to complete a significant expansion and replace part of the financing Cloverwood then had in place.

Cloverwood is now in the process of obtaining an additional Bond issuance, in the approximate amount of \$20,000,000.00, from the East Rochester Housing Authority, in order to replace and refinance the 2009 and 2013 Bond issues.

As was the case in 2009 and 2013 and since the Cloverwood facility is in Pittsford and not East Rochester, state laws, as well as Internal Revenue Code provisions, require that the East Rochester Housing Authority be “allowed” to issue the Bonds, by approval of the Pittsford Town Board. This approval would be confirmed by an “Agreement of Cooperation,” signed by the Supervisor.

In light of the above, attached is a proposed Resolution allowing the funding arrangement and authorizing the Supervisor to sign the proposed “Agreement of Cooperation.”

RESOLUTION

I move that the Town Board consent to the issuance of tax exempt bonds by the East Rochester Housing Authority, for the refinancing of the expansion of the Cloverwood Senior Living facility, and authorize the Supervisor to sign the required “Agreement of Cooperation,” as set forth in the written Resolution submitted herewith.

AGREEMENT OF COOPERATION

THIS AGREEMENT, by and between the Town of Pittsford, New York (the "Town"), a municipal corporation, having an office at 11 South Main Street, Pittsford, New York 14534 and the Village of East Rochester Housing Authority (the "Authority"), a municipal housing authority having its office at the Village Offices, 317 East Main Street, East Rochester, New York 14445.

Whereas, Cloverwood Senior Living, Inc. (the "Institution"), a not-for-profit corporation organized under the laws of New York State, has requested that the Authority issue its Revenue Refunding Bonds (Cloverwood Senior Living, Inc. Project), Series 2022 (the "Series 2022 Bonds") to provide funds to permit the Institution (A) to refund and retire the Authority's Multi-Modal Revenue Bonds (Cloverwood Senior Living, Inc. Project), Series 2013 (the "Series 2013 Bonds") and Fixed Rate Housing Revenue Bonds (Cloverwood Senior Living, Inc. Project), Series 2009 (the "Series 2009 Bonds") (together, the "Prior Bonds") and (B) to pay the expenses anticipated to be incurred in connection with the issuance of the Series 2022 Bonds, together with certain related costs and amounts (the "2022 Project"). Proceeds of the Series 2009 Bonds and Series 2013 Bonds were used to refinance the costs of constructing projects located at the Institution's campus at 1 Sinclair Drive in the Town of Pittsford, County of Monroe, (collectively, the "Facility"). The Institution owns and operates the Facility; and

Whereas, the Institution has advised the Town that the refinancing of the Prior Bonds would be facilitated by the issuance by the Authority of its Series 2022 Bonds pursuant to Section 41 of the Public Housing Law of New York State; and

Whereas, as special obligations of the Authority payable solely out of the revenues, receipts or other payments derived from or in connection with the Project, the Series 2022 Bonds will not be a debt of the United States of America, the State of New York, the County of Monroe, the Village of East Rochester or the Town of Pittsford; and

Whereas, under the provisions of Section 37(1)(aa) of the Public Housing Law of the State of New York, the Authority is empowered to enter into an agreement of cooperation with a municipality which need not be within the territorial jurisdiction of the Authority to assist such municipality in the construction, maintenance, operation or management of a housing project; and

Whereas, the Town desires to assist the Institution with the construction and maintenance of the Project and the existing facilities of the Institution located in the Town and has determined to request the Authority to assist with the same and enter into an agreement of cooperation with the Authority in furtherance of such goals.

Now, Therefore, the parties hereto agree as follows:

Article 1. Undertakings on the Part of the Authority. Based upon the statements, representations and undertakings of the Town, and subject to the conditions set forth herein, the Authority agrees as follows:

1.01. The Authority will approve the issuance, sale and delivery of the Series 2022 Bonds pursuant to the New York State Public Housing Law as then in effect.

1.02. The Authority will adopt such proceedings and authorize the execution of such documents as may be necessary or advisable for the authorization, issuance, sale and delivery of the Series 2022 Bonds to assist the Institution with the construction and maintenance of the Project and the Institution's existing facilities located within the Town.

1.03. The Authority will take or cause to be taken such other acts and adopt such further proceedings as may be required to implement the aforesaid undertakings or as it may deem appropriate in pursuance thereof.

Article 2. Undertaking on the Part of the Town. Based upon the statements, representations and undertakings of the Authority and subject to the conditions set forth herein, the Town agrees as follows:

2.01. The Town desires that the Authority assist the Institution with the construction and maintenance of the Project and the maintenance of the Institution's existing facilities located within the Town and will permit the Authority to refinance the Project and the Prior Bonds within the territorial limits of the Town pursuant to Section 37(1)(aa) of the Public Housing Law of the State of New York.

2.02. Following the public hearing undertaken by the Authority pursuant to Section 147 of the Internal Revenue Code of 1986, as amended, the Town Supervisor will execute and deliver a bond approval certificate in substantially the form attached hereto.

In Witness Whereof, the parties hereto have entered in this Agreement as of the ___ day of October 2022.

TOWN OF PITTSFORD, NEW YORK

By: _____
William A. Smith, Jr., Supervisor

VILLAGE OF EAST ROCHESTER
HOUSING AUTHORITY

By: _____
Robert Stratton, Chairperson

**CERTIFICATE OF APPROVAL OF THE SUPERVISOR OF
THE TOWN OF PITTSFORD, NEW YORK**

WHEREAS, Cloverwood Senior Living, Inc. (the "Institution"), a not-for-profit corporation organized under the laws of New York State, has requested that the Authority issue its Revenue Refunding Bonds (Cloverwood Senior Living, Inc. Project), Series 2022 (the "Series 2022 Bonds") to provide funds to permit the Institution (A) to refund and retire the Authority's Multi-Modal Revenue Bonds (Cloverwood Senior Living, Inc. Project), Series 2013 (the "Series 2013 Bonds") and Fixed Rate Housing Revenue Bonds (Cloverwood Senior Living, Inc. Project), Series 2009 (the "Series 2009 Bonds") (together, the "Prior Bonds") and (B) to pay the expenses anticipated to be incurred in connection with the issuance of the Series 2022 Bonds, together with certain related costs and amounts (the "2022 Project"). Proceeds of the Series 2009 Bonds and Series 2013 Bonds were used to refinance the costs of projects on the Institution's campus located at 1 Sinclair Drive in the Town of Pittsford, County of Monroe (collectively, the "Facility"). The Institution owns and operates the Facility; and

WHEREAS, the Authority proposes to issue the Series 2022 Bonds in an amount sufficient to refinance the Prior Bonds, presently estimated to be a maximum aggregate face amount of \$20,000,000; and

WHEREAS, pursuant to Section 145 of the Internal Revenue Code of 1986, as amended (the "Code"), it is intended that interest on the Series 2022 Bonds will be exempt from federal income taxation; and

WHEREAS, notice of a public hearing in connection with the Facility was published in a newspaper in general circulation in both the Village of East Rochester and the Town of Pittsford, New York, not less than seven (7) days prior to the scheduled hearing date; and

WHEREAS, a public hearing in connection with the Series 2022 Bonds and the Project was held on the 11th day of October 2022 at the Village of East Rochester Housing Authority offices, a copy of the minutes of such public hearing is attached.

NOW THEREFORE, I, William A. Smith, Jr., Supervisor of the Town of Pittsford, New York, having considered the result of the public hearing do hereby approve the issuance by the Authority of the Series 2022 Bonds for the purpose of refinancing the Prior Bonds.

William A. Smith, Jr., Supervisor

Dated: October __ 2022

At a Regular Meeting of the Town Board of the Town of Pittsford, New York held at the Town Hall, Pittsford, New York on the 6th day of October, 2022.

PRESENT: William A. Smith, Jr., Supervisor
Kate Munzinger, Deputy Supervisor
Cathy Koshykar, Town Board Member
Kim Taylor, Town Board Member
Stephanie Townsend, Town Board Member

In the Matter

Of

**RESOLUTION OF TOWN BOARD
AUTHORIZING AGREEMENT OF
COOPERATION AND BOND CERTIFICATE**

THE ISSUANCE OF THE "SERIES 2022 BONDS" BY THE VILLAGE OF EAST ROCHESTER HOUSING AUTHORITY FOR THE CLOVERWOOD SENIOR LIVING FACILITY LOCATED IN THE TOWN OF PITTSFORD, COUNTY OF MONROE AND STATE OF NEW YORK

WHEREAS, Cloverwood Senior Living, Inc. (the "Institution"), a not-for-profit corporation organized under the laws of New York State, has requested that the Authority issue its up to \$20,000,000 Revenue Refunding Bonds, Series 2022 (Cloverwood Senior Living, Inc. Project) (the "Series 2022 Bonds") in one or more series to provide funds to permit the Institution (A) to refinance and retire all of the Issuer's outstanding Multi-Modal Revenue Bonds (Cloverwood Senior Living, Inc. Project), Series 2013 (the "Series 2013 Bonds") and Fixed Rate Housing Revenue Bonds (Cloverwood Senior Living, Inc. Project), Series 2009 (the "Series 2009 Bonds") (together, the "Prior Bonds") and (B) to pay the expenses anticipated to be incurred in connection with the issuance of the Series 2022 Bonds, together with certain related costs and amounts (the "2022 Project"). Proceeds of the Prior Bonds were used to refinance the costs of constructing projects on the Institution's campus located at 1 Sinclair Drive in the Town of Pittsford, County of Monroe, (collectively, the "Facility"). The Institution owns and operates the Facility; and

WHEREAS, the Institution has advised the Town of Pittsford (the "Town") that the refinancing of the Prior Bonds would be facilitated by the issuance by the Authority of its Series 2022 Bonds pursuant to Section 41 of the Public Housing Law of New York State; and

WHEREAS, as special obligations of the Authority payable solely out of the revenues, receipts or other payments derived from or in connection with the Project, the Bonds will not be a

debt of the United States of America, the State of New York, the County of Monroe, the Village of East Rochester or the Town of Pittsford; and

WHEREAS, under the provisions of Section 37[1](aa) of the Public Housing Law of the State of New York, the Authority is empowered to enter into an agreement of cooperation with a municipality which need not be within the territorial jurisdiction of the Authority to assist such municipality in the construction, maintenance, operation or management of a housing project; and

WHEREAS, the Town desires to assist the Institution with the existing facilities of the Institution located in the Town and has determined to request the Authority to assist with the same and enter into an agreement of cooperation with the Authority in furtherance of such goals;

NOW, on Motion duly made and seconded, it is

RESOLVED, The Town hereby determines to enter into an "Agreement of Cooperation" with the Village of East Rochester Housing Authority pursuant to Section 37(1)(aa) of the Public Housing Law of the State of New York. The Supervisor of the Town is hereby authorized, on behalf of the Town, to execute and deliver the Agreement of Cooperation and, following a public hearing to be held in the Town by the Authority as required by Section 147 of the Internal Revenue Code of 1986, as amended, to execute and deliver a bond certificate approving the issuance by the Authority of the Bonds for the benefit of the Project and the Town Clerk is hereby authorized to affix the seal of the Town to the Agreement of Cooperation and to attest to it, all in substantially the form presented to this meeting with changes, variations, omissions and insertions as the Supervisor and Town Attorney shall approve. The execution of the Town Supervisor shall constitute conclusive evidence of such approval; and it is

FURTHER RESOLVED, that the Town hereby approves the issuance by the Authority of up to \$20,000,000 of the Authority's Revenue Refunding Bonds (Cloverwood Senior Living, Inc. Project) Series 2022 for the purpose of refinancing the Prior Bonds; and it is

FURTHER RESOLVED, that this Resolution shall take effect immediately.

Said matter having been put to a vote; the following votes were recorded:

William A. Smith, Jr., Supervisor	Voting
Kate Munzinger, Deputy Supervisor	Voting
Cathy Koshykar, Town Councilwoman	Voting
Kim Taylor, Town Councilwoman	Voting
Stephanie Townsend, Town Councilwomen	Voting

The Resolution was thereupon declared duly adopted.

Dated October 6, 2022

I, Renee McQuillen, Town Clerk of the Town of Pittsford, New York, DO HEREBY

CERTIFY that I have compared a copy of the Resolution as herein specified with the original in the minutes of the meeting of the Town Board of the Town of Pittsford and that the same is a correct transcript thereof and the whole of the said original.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of October, 2022.

Renee McQuillen, Town Clerk

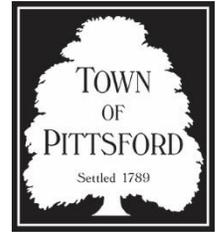
10/6/22

Budget Transfer

Be it resolved that the following is approved:

That \$20,000.00 be transferred from 0001.1990.4000.0001.0001 (WT – General, Contingency) to 0001.2620.4118.0010.0019 (WT – General, K.B.P Building Repairs / Maintenance) to cover costs associated with Kings Bend Park Lodge flood damage. Costs will be reimbursed through a pending insurance claim.

MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: October 5, 2022

Regarding: Award Bid for Spiegel Community Center Pavilion Project

For Meeting On: October 6, 2022

Ladies and Gentlemen:

On October 3, 2022, the Town opened sealed bids for the Spiegel Community Center Pavilion project. The bid announcement was publically noticed in our official newspaper and I sent 27 bid sets to landscape and construction firms. The bid results are as follows:

<u>Contractor</u>	<u>Base Bid</u>
Loyal 9 Development	\$179,400

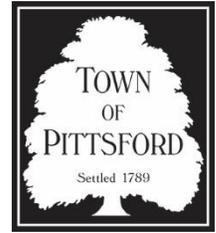
Town Board authorized the submittal of the CDBG grant application in the Fall of 2021. The pavilion was contemplated as a step eventually to follow the 2017-2018 renovation. Failure to complete the pavilion project by year-end would result in loss of the grant.

Loyal 9 Development, a veteran-owned business, has a strong reputation for municipal projects and comes highly recommended by our Landscape Architect, Sue Steele. I recommend that Town Board award the Spiegel Community Center Pavilion bid to Loyal 9 Development as lowest responsible bidder for a not to exceed amount of \$179,400.

In the event the Town Board determines that the proposed action should be taken, the following Resolution would be in order:

RESOLVED, that Town Board award the Spiegel Community Center Pavilion project to Loyal 9 Development as lowest responsible bidder for \$179,400.

MEMORANDUM



To: Pittsford Town Board

From: Cheryl Fleming, Personnel Director

Date: September 26, 2022

Regarding: Recommendations for Hiring/Personnel Adjustments

For Meeting On: October 6, 2022

1. The following employee(s) are/is recommended for a status change and/or salary change due to a change in status.

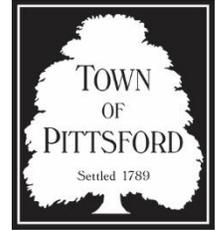
Name	Position	Reason for Change	Rate	Effective Date
Carrie Halstead	Rec Assistant	Added Position	\$15.00	09/20/2022
Brett Wilby	Seasonal Laborer	Rehire	\$14.75	09/30/2022
Luke O'Dell	GEO II	Promotion	\$23.79	10/03/2022
Michael Murphy	GEO II	Promotion	\$23.79	10/03/2022
Corey Bresnan	GEO II	Promotion	\$23.79	10/03/2022
Timothy Moulton	GEO III	Promotion	\$20.89	10/03/2022

Should the Board approve the above recommendation and personnel adjustment, the following resolution is being proposed, RESOLVED, that the Town Board approves the appointment for the following employee(s):

Name	Position	Reason for Change	Rate	Effective Date
Carrie Halstead	Rec Assistant	Added Position	\$15.00	09/20/2022
Brett Wilby	Seasonal Laborer	Rehire	\$14.75	09/30/2022
Luke O'Dell	GEO II	Promotion	\$23.79	10/03/2022
Michael Murphy	GEO II	Promotion	\$23.79	10/03/2022
Corey Bresnan	GEO II	Promotion	\$23.79	10/03/2022
Timothy Moulton	GEO III	Promotion	\$20.89	10/03/2022

MEMORANDUM

To: Pittsford Town Board



From: Paul Schenkel - Commissioner of Public Works

Date: September 29, 2022

Regarding: Training - Fire Inspector I

For Meeting On: October 6, 2022

Ladies and Gentlemen:

The Department of Public Works would like to send Salvatore Tantalo, our Fire Marshal/Code Enforcement Officer to Montour Falls, NY for Fire Inspector training.

The course is "Fire Inspector I", offered by the New York State Division of Homeland Security & Emergency Services, office of Fire Prevention and Control. The program is being held at the NYS Academy of Fire Science in Montour Falls, NY. The class runs from November 28th to December 2nd and includes National Certification Testing. The cost of training is \$216, and lodging at the Harbor Hotel totals \$663 for 4 nights (Nov 28 thru Dec 1). Sufficient budget does exist for this training.

In the event the Town Board determines that the proposed action should be taken, the following Resolution is suggested:

Resolved, that the Town Board approves Fire Marshal, Salvatore Tantalo, to attend fire inspector training from November 28 to December 2, 2022 in Montour Falls, NY, including travel, room, and board.



KATHY HOCHUL
Governor

Homeland Security and Emergency Services

JACKIE BRAY
Commissioner

Fire Prevention and Control

JAMES B. CABLE
State Fire Administrator

Fire Inspector I Attendees:

Thank you for your interest and upcoming participation in Fire Inspector I program being held at the NYS Academy of Fire Science. The first day of class will begin at 8:00 am on November 28th and run through mid-afternoon on the last day, followed by National Certification Testing.

This is an upper-level Fire Academy course that consists of both daytime classroom sessions and some additional evening sessions. The course includes out-of-class assignments, homework assignments, student activities, and quizzes. Each student is strongly encouraged to take the Fire Inspector I course as a residential course to focus on the course assignments.

The required text is Fire Inspection and Code Enforcement – IFSTA 8th Edition. The book is available in two format options, Paperback, or eBook.

You may also wish to obtain the exam prep guides. There are multiple versions available.

<https://www.ifsta.org/shop/fire-inspection-and-code-enforcement-8th-edition/36299>

The New York State Fire Inspector I program utilizes the Resource One learning management system as part of the course administration and management. Students need to create a student profile and provide your unique user ID (the email address you register with) name to the instructor.

https://auth.ifsta.org/signup?response_type=code&client_id=drupal&redirect_uri=https%3A%2F%2Fwww.ifsta.org%2Fifstaoauth%2Fconnect%3Fdestination%3Dnode%252F1867

Classroom activities, study materials, and testing will be conducted on-line through the IFSTA Resource One learning management system. Students will need to create a student username on the Resource One site to have access to all course materials. A separate sheet is enclosed on how to create a Resource One username.

In addition, you are required to bring a laptop computer or tablet that has the capability to use **Microsoft Word, Microsoft Excel, and PDFs** for activity completion.

You are encouraged to bring your own laptop, tablet, or similar device. The ability to plug in, and charge, your device is provided in the classroom. For students unable to bring their own computers, accommodations may be made. There is a computer lab at the fire academy.

Attached below is the reading assignment that needs to be done prior to the start of class. There will be no time during the week, for you to cover this amount of reading. The final exam is based on the material covered in the textbook and class lectures.

There is a prerequisite of Hazardous Materials Awareness. This may be obtained through the FEMA website link listed below. You may also meet the prerequisite by submitting a copy of your course completion certificate of Hazardous Materials Awareness or higher.

<https://training.fema.gov/is/courseoverview.aspx?code=IS-5.a>

Along with the above prerequisite each student will be required to complete Chapter 3 online in the IFSTA on-line program. You will have to review the PowerPoints and take the test to complete the sections of the course.

National Certification for Fire Inspector 1, through Pro Board <https://proboard.org/>, is the final exam for this class and will be administered in the classroom. The Hazmat Awareness Certificate and National Certification Application for the exam needs to be filled out and submitted to the instructors by the first day of class. The exam will be comprised of 100 questions. All questions will be derived from the IFSTA text.

Should you have any questions, please contact Fire Protection Specialist Sean Dean at (518) 380-0582 or via email at Sean.Dean@dhses.ny.gov

On behalf of the instructional team, we look forward to your participation in this important curriculum.

Sincerely,

Sean Dean

Sean Dean

Fire Protection Specialist I

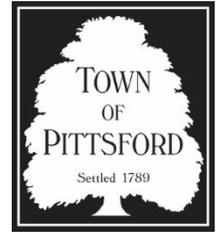
Fire and Life Safety Branch

NYS Office of Fire Prevention and Control

Reading Assignment: IFSTA Fire Inspector and Code Enforcement, 8th edition

Chapter # Title	Required Reading IFSTA Page #'s	Total # Pages
1 Duties & Authority	13-24	11
2 Codes Standards & Permits	41-55	14
3 Fire Behavior	73-108	35
4 Construction Types & Occupancy Classifications	115-145	30
5 Building Construction	193-218	25
6 Building Components	241-265	24
7 Means of Egress	261-279	18
8 Site Access	285-302	17
9 Fire Hazard Recognition	307-333	26
10 Hazardous Materials	379-449	70
11 Water Supply Distribution Systems	465-498	33
12 Water-Based Fire Suppression Systems	503-537	34
13 Special-Agent Fire Extinguishing Systems & Portable Extinguishers	563-592	29
14 Fire Detection & Alarm Systems	607-641	34
15 Plans Review & Field Verifications	651-654	3
16 Inspection Procedures	689-722	33
Total		436

MEMORANDUM



To: Pittsford Town Board

From: Paul Schenkel - Commissioner of Public Works

Date: September 29, 2022

Regarding: Attendance & Speaker - G/FLRPC Program at Fall LGW on Climate Smart Communities

For Meeting On: October 6, 2022

Ladies and Gentlemen:

The Department of Public Works would like to send April Zurowski, our assistant to the Planning & Zoning Department to Waterloo, NY to attend & speak at the Genesee/Finger Lakes Regional Planning Council's Fall Local Government Workshop to discuss Pittsford's efforts & accomplishments to qualify as a Climate Smart Community.

April worked as lead staffer in tracking the Town's progress in accomplishing the series of goals needed to earn Climate Smart Communities status. She has been our principal liaison with the State Department of Environmental Conservation throughout the process.

The workshop is November 3rd at the Del Lago Resort. The cost to attend is \$75.

In the event the Town Board determines that the proposed action should be taken, the following Resolution is suggested:

Resolved, that the Town Board approves sending Zoning Department employee April Zurowski to Waterloo, NY to attend the 2022 Fall Local Government Workshop on November 3, 2022, including travel.

Fall LGW Schedule:



Fall 2022 Local Gov't Workshop

November 3rd, 2022
del Lago Resort, Waterloo, NY



Time	Track A	Track B	Track C
	<i>Managing & Protecting our Watersheds*</i>	<i>NYS DOS Division of Local Gov't Training</i>	<i>Hot Topics</i>
8:00 - 9:00	Registration, Continental Breakfast, and Exhibits		
9:00-10:00	1 - Watershed and Floodplain 101	Sign Regulation	Planning for the Future of Farmland
10:00 - 10:30			
Break			
10:40-11:00	2 - Local Issues & Planning Tools	CDBG Funding: Financing and Resources for Municipalities	Brownfield Basics
11:00-12:00			
12:00-1:00	Lunch and Exhibits		
1:00-1:30	3 - Local Issues & Planning Tools cont.	State Environmental Quality Review Act (SEQR) Basics	Overview of the NYS Marijuana Regulation & Taxation Act
1:30-2:00			Drinking Water Source Protection Program
2:05-2:30	Break and Exhibits		
2:40-3:00	4 - Interactive Watershed Planning Experience	Break and Exhibits	
3:10-3:30		Joint Boards: Options for Consolidating Review Boards	Climate Smart Communities Introduction
3:30-4:10			
4:10-4:30			

*Sessions subject to change

Register at <https://www.eventbrite.com/e/414836496127>